

INSTRUCTIONS FOR PREPARING COSPAR CAMERA READY MANUSCRIPTS

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ABSTRACT

This document provides instructions for preparing camera ready manuscripts for publication in *Advances in Space Research* and is formatted following these guidelines. Examples of figures, tables and references are included. Note that the abstract text is not indented. Editors of COSPAR colloquia are also encouraged to use the same format. Additional information on those submissions is contained in the Appendix of these instructions. This guide has been updated on 22 July 2002 and should be used for manuscripts prepared after this date. Any changes to this format will be noted on the web pages together with the instructions. It is expected that these changes will be limited to format clarifications, new web site addresses, or similar information.

GENERAL INSTRUCTIONS FOR MANUSCRIPTS

Text Composition Area

The text composition area is 180 mm wide by 250 mm long **except** for the first page which should not exceed 230 mm in length. The text composition size for all other pages can be accommodated by either European A4 paper or US standard 8 1/2 by 11 inch paper. A suggested page setup for A4 paper is 2.3 cm for the top and bottom margins, and 1.5 cm for the left and right side margins. A suggested page setup for US letter size paper is 0.6 inch for the top and bottom margins, and 0.7 inch for the left and right side margins. All manuscripts are reduced by 10 percent for final printing. All of the text, figures and tables must fit within the defined composition area. All written text should be right (i.e. fully) justified.

Templates

Templates in LaTeX, Word, and Word Perfect are available through the COSPAR www site (<http://www.cosparhq.org>), and the Elsevier Science sites, (<http://www.elsevier.nl/locate/asr>), (<http://www.elsevier.com/locate/asr>) and (<http://www.elsevier.co.jp/locate/asr>). Scientists who have problems with any template are requested to contact the editor of their session with details regarding the specific problem. These written instructions, if followed, do not require the use of templates.

Manuscript Text

The text should be typed in 11 point (pt) font; the preferred typeface is Times-Roman. The font size for superscript or subscript characters should be adjusted so that these characters will not intrude into other lines.

The final camera ready manuscript should be prepared on a word processor and printed on a high quality laser or ink jet printer. For final, camera ready manuscripts, print out all material single spaced and **only on one side** of the paper. Characters or symbols not available on your printer should be drawn with a thin pen point and black ink.

Title, Authorship, and Abstract Placement

On the first page of the manuscript leave four blank lines (2 cm of blank space) **below** the top margin of the composition area and type the title in bold, capital (16 point) letters. Leave two blank lines between the title of the

paper and the author(s) name(s) block. The author(s) name(s) are typed in upper and lower case with the initials and the first letter of the family name capitalized. For multiple authors at different institutions, identify the authors by a superscript number(s) after each author's name. (If all authors have the same affiliation, omit the superscript.) Leave one blank line between the author(s) name(s) and a block giving the author(s) institution(s) and mailing address(es) (including postal code and country) using the superscript number(s) at the beginning to identify each institutional address. The institution-address block is in italics as shown above. The title, names of authors and addresses are all **centered**.

A short, informative abstract must be at the beginning of each paper. Leave two blank lines between the author(s) affiliation and the Abstract identification. The word "**ABSTRACT**" is in bold capital letters and is centered. Leave one blank line under the word **ABSTRACT** and start the abstract text on the left side of the page. Do not indent the abstract text. The abstract should not exceed one paragraph. Leave three blank lines between the end of the abstract and the main text; this space is for the copyright notice insertion done by the publisher.

MANUSCRIPT ORGANIZATION

The manuscript should be organized by sections and subsections. **Do not** number these sections. Major section titles (sometimes called first value headings) are in bold capital letters, beginning at the left margin of the composition area. Leave one blank line above and below major section titles. The words "MANUSCRIPT ORGANIZATION" above this paragraph is an example of a major section title.

All paragraphs of text are indented three picas (approximately 0.3 inch, 8 mm or 5 spaces in Word proportional text). **Do not** leave blank lines between paragraphs **within** each section.

Major Sub-Section Headings

Major sub-section headings (sometimes called second value headings) begin at the left margin, are in bold type and have the first letter of each major word capitalized (initial capitalization). Leave one blank line above sub-section headings. Thus if **any** section or sub section titles appear one after the other, a blank line should be inserted between them. An example of this is the line space between the major section title "**GENERAL INSTRUCTIONS FOR MANUSCRIPTS**" and the major sub-section title "**Text Composition Area**" in the first part of this document. Do not leave any blank line under any section heads except for major section titles.

Minor Sub-Section Headings

Minor sub-section headings (sometimes called third value headings) have the first letter of each major word capitalized. Minor sub-section headings are underlined and begin at the left margin. Leave one blank line above minor sub-section headings.

Manuscript Length

Contributed papers should not exceed **SIX** camera ready pages. The recommended length for solicited, review or tutorial papers is ten camera ready pages.

Abbreviations

Abbreviations should conform to those normally used in scientific journals. SI units should be used. Abbreviations such as CME for coronal mass ejection, or IMF for interplanetary magnetic field should be spelled out and identified the first time they are used. Abbreviations should not be used in the abstract.

Equations

Equations should be centered on the page. Number equations sequentially with the equation number typed flush with the right hand margin and within parenthesis. When reference to an equation is embedded in the text, the equation number is preceded by the abbreviation Eq. followed by the equation number within parenthesis. Thus if you have the equation

$$E = Mc^2, \tag{1}$$

you would refer to it as Eq. (1) in the text.

FIGURES AND TABLES

Figures and tables must be clearly delineated from the main text of the manuscript. All figures and tables should be clearly identified in the text. The placement of each figure and table should be as close as practical to the first place where the table or figure is described. Acceptable examples of figures and tables are included in these instructions.

Figures

Figures may be computer generated, ink drawings, or photographs of the required size. If black and white photographs are used, they should be original prints with sufficient contrast to delineate important features. (Note: many figures downloaded from the Internet may not have sufficient resolution for quality reproduction.) **All** lettering in every figure must be at least 2 mm in height on your manuscript page since all pages are reduced 10% when printed. Figures with lettering smaller than 2 mm **will be returned** to the author for revision. Conventional lettering should be used to identify axes for the figures. The lettering should be consistent for each figure.

In general, figures should be mounted vertically and centered on the page. It is suggested that figures be placed at the top or bottom of a page when possible. In some cases it may be convenient to place two figures side by side, each with its own caption underneath. In the interest of maximizing the useable text area, the **half-page** technique of dividing the page into two columns and having a column of text with a figure beside the text is acceptable for those areas having half-column figures. In this case the written text should be a half page in width beside the figure or table. When a figure is embedded on a page with text, leave two blank lines between the line of text above the top of the figure, and two blank lines between the base of the caption and the following text. Very wide figures may be placed sideways on a page, but if this is done, no other text (other than the figure caption at the bottom of the figure) may appear on that page. If your figure is wider than 90 mm (i.e. half page width), center the figure on the page and do not place any text beside the figure. If your figure is smaller than 90 mm in width, center it within the half column width.

Table 1. Statistics on the number of papers and pages published in <i>Advances in Space Research</i>		
<u>Volume Number</u>	<u>Number of Papers</u>	<u>Number of Pages</u>
19	293	1966
20	354	2398
21	263	1824
22	249	1742
23	305	2104
24	249	1704
25	392	2438
26	330	2066
27	287	2042
28	223	1784
29	285	2116
30	99	696*

*First 3 of 12 issues.

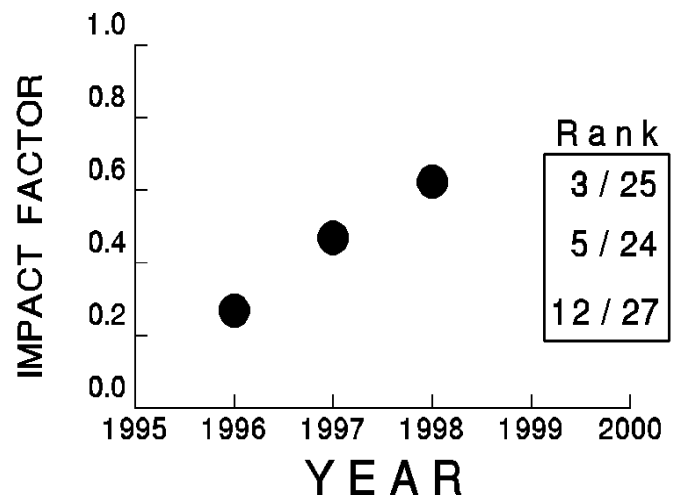


Fig. 1. Impact factor for *Advances in Space Research*. The rank is its position in Aerospace Engineering and Technology journals.

All figures must have a figure caption **beneath** the figure. **DO NOT** place captions by the side of the figure. Number each figure sequentially in Arabic numerals. When referring to specific figure numbers in the text, the word "Figure" is spelled out, followed by the figure number (e.g. see Figure 1 for an example of a figure and caption). In the figure caption, the "Fig." abbreviation is used followed by the figure number and a period followed

by two spaces. Figure captions are centered under the figure and are treated as sentences; only the first word at the beginning of each sentence of the caption is capitalized. When two lines or more are required, use single spacing, and block the second and succeeding lines to the left of the caption (i.e. the second line should start under the letters Fig. as shown in Figures 1 and 2). Figure captions should be in Arial (sometimes called Universal) font, 10 pt. to help differentiate figure captions from ordinary text. **Do not use** Times Roman 10 pt. font for figure captions as it is too small and cannot be easily read after the 10% reduction done by the publisher. Leave two blank lines between the bottom of the figure caption and the next line of text.

Figure 1 is an example of a half column figure with a table on the opposite side of the figure. Figure 2 is an example of a full page width figure.

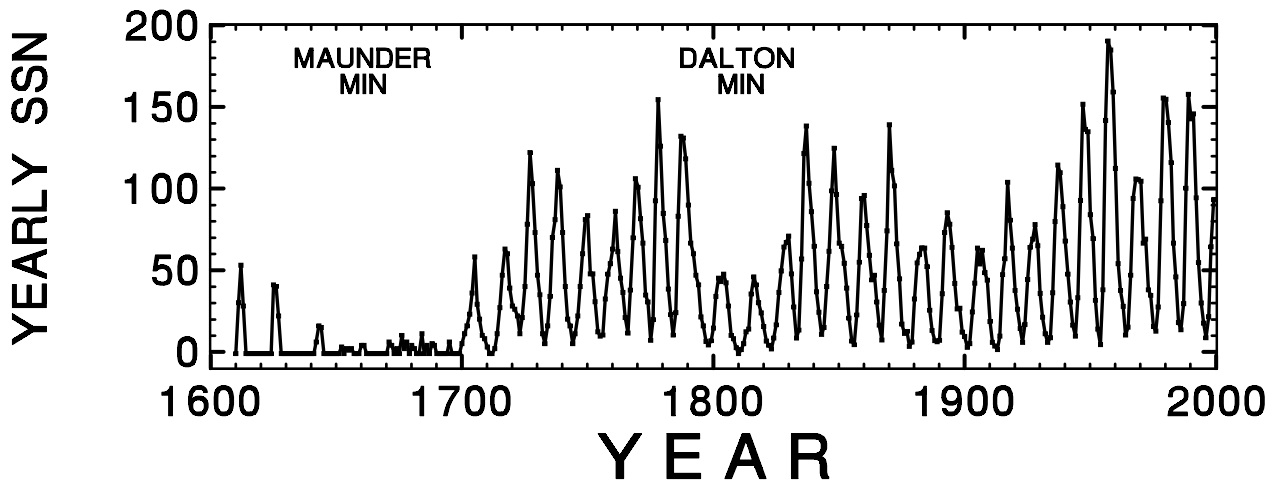


Fig. 2. The sunspot cycle from 1600 until 2000 as identified by the yearly sunspot numbers (SSN). The periods known as the Maunder and Dalton minima are indicated.

Color Figures

There is a substantial surcharge for color figures. For *Advances in Space Research (ASR)* issues published in 2001 and 2002, the surcharge was 700 Euro for the first page and 350 Euro for any subsequent pages (per paper). Charges for color figures for 2003-2004 will be inserted in these instructions when established. Color figures cannot be printed without payment of charges. The publisher requires a written guarantee that this surcharge will be paid **before** color figures are processed. All authors paying for color prints receive 200 free offprints of their article. All color figures should be correctly sized for their paper and inserted on the correct page(s) of the manuscript closest to the place where the figure is first mentioned in the text. Do not place all figures at the end of your manuscript.

Tables

Tables are centered on the page and placed as near to their reference in the text as convenient. Tables are numbered sequentially in Arabic numerals. Tables can be placed within boxes (e.g. Table 1) or just have lines separating the table from the manuscript text (e.g. Tables 3 and 4). Table 2 is an example of a full page table.

The table heading is **centered above** the table and typed in a line no wider than the table. The word "Table" is spelled out with the table number followed by a period. Leave two spaces and type the heading. Capitalize only the first word in the table heading; do not end the heading with a period unless the heading is followed by explanatory text. Table headings can be in a slightly different print font or font size (no smaller than 10 pt) to help differentiate table headings from ordinary text. Importing tables from other computer database applications is acceptable.

Narrow tables (i.e. those that fit within a half page width) can be used with manuscript text on the opposite side of the table. If tables are embedded on a page, leave at least two blank lines between the manuscript text and the table heading and at least two blank lines below the table and the manuscript text so the manuscript will not appear "crowded". Very wide tables may be placed sideways on the page, but when this is done, no other text (except the heading and footnotes) may appear on that page. An example of the "half-page format" is shown with Tables 1 and 4. For Table 4, manuscript text has been placed in the half column beside the table.

REFERENCES

References in the text should be enclosed in parentheses containing the author's name and/or year the reference was published. The following sentence of fictional material is an example of embedded (i.e. Harvard style) references. "The computer methods of Bitt et al. (1999) include improved data archival techniques (Hit and Miss, 1996)." Use "et al." in the text for references with more than two authors. Citations are placed, single spaced, at the end of the paper under the reference heading. When references are contained within a figure, the full citation should be included in the list of references at the end of the manuscript.

The COSPAR community is composed of scientists from many disciplines. Each group is accustomed to publishing in "their set" of publications and is familiar with the editorial format for each of those publications. It is impossible to please all groups within the COSPAR community as to specific format and format requirements. Each journal has a unique reference format, and *ASR* is no exception. The format given in this document differs in small ways from previously published *ASR* reference formats. These changes are an attempt to accommodate as much of the COSPAR community as possible and to adopt some of the more commonly used formats. Suggestions to the editorial board member from your commission, or to the COSPAR Publications Committee, are always welcomed.

All referenced articles are listed at the end of the paper. The list has a Section Title of **REFERENCES** in capital letters and bold type. Leave one blank line between the word **REFERENCES** and the first cited reference. The citation list should also be in 11 pt Times Roman font. The first line of all references starts at the left margin; second and succeeding lines of an individual reference are indented 3 picas (approximately 0.3 inch, 8 mm). References are in **alphabetical order**, beginning with the author(s) name(s), article title, journal name, volume, inclusive page numbers, and year of publication. Multiple entries for a single author are arranged chronologically. Several publications by the same author in the same year are distinguished by the letter a, b, c, etc., placed after the year (e.g. 1996a). For references with several authors, you can list all authors (if space permits), or list just the first three authors and end the list with "et al.". Please note the placement of author's initials and punctuation marks; the use of a hodgepodge of references taken from previously published material (in different formats) is not acceptable and will be returned for correction. Titles and inclusive pages numbers of all references should be given.

Names of periodicals are in italics; standard abbreviations are acceptable. Volume numbers are in bold type. Titles of journal articles have only the first word capitalized (except for normally capitalized words such as names, etc.). Titles of books and reports are in italics; principal words are capitalized. When referencing a book, the publisher's name and city are given; the country is also given if the publisher is not well known. Reference examples, using fictional material, are listed in the reference list at the end of these instructions with additional examples and notes given in Table 2.

References to articles "in preparation" are not permitted; use "private communication" with the year of the private communication in the reference list. References to articles that have been submitted must include the manuscript title and name of the publication to which the article has been submitted. References to papers in the same set of COSPAR assembly papers should be cited as "submitted to *Adv. Space Res.*" or "*Adv. Space Res.*, this issue", whichever is appropriate. Contact the guest editor for correct wording.

At the end of the reference list the following should be added:

- (a) E-mail address of at least the first or corresponding author (or all e-mail addresses);
- (b) Space for a line giving the following:
- (c) Manuscript received _____; revised _____; accepted _____.

For manuscripts submitted at the Houston, Texas COSPAR Assembly, the date of 19 October 2002 will be the date of receipt. Your guest editor will give you those dates or add them when the manuscript is accepted. See example at the end of these instructions.

SUBMISSION AND REVIEWING PROCEDURE

For the COSPAR Assembly in Houston, October 2002, submit four single spaced copies of your manuscript **in camera ready format** to the COSPAR Editorial Office upon registering at the Assembly. (This is a change from previous years and from the instructions in the Call for Papers.) Final COSPAR paper numbers are **required** on the upper left corner of the first page of all draft manuscripts. **DO NOT** mail your manuscripts to the COSPAR Secretariat, Copernicus Gesellschaft, or the registration desk in advance of the COSPAR assembly.

Table 2. Information and notes on reference formats

1. Authorship
 - List first author by last name, then initials; (e.g. Carrington, R.C.)
 - List second and succeeding authors by initials, then last name. (e.g. K. B. Stuiver)
 - (Example: Carrington, R.C., and K.B. Stuiver)
2. Multi-authored papers
 - List first three authors followed by et al. (This is a change from previous instructions)
 - (Example: Rauer, H., C. Arpigny, J. Manfroid, et al.)
3. Titles of papers
 - First word capitalized; all others in lower case unless normally capitalized.
 - (Example: The great solar flares in June 1991)
 - (Example: Upper stratospheric photolysis of NaOH)
4. Titles of books and reports
 - Major words capitalized; titles in italics (This is a change from previous instructions)
 - (Example: *Solar-Terrestrial Predictions Workshop-IV*)
 - (Example: *Encyclopedia of Physics*)
5. Publishers
 - City (and country, if not well known)
 - (Example: Univ. of Arizona Press, Tucson, Arizona, USA)
 - (Example: Oxford Univ. Press, Oxford)
6. Journal names
 - Common abbreviations, in italics.
 - (Examples: *J. Geophys. Res.*, *Geophys. Res. Lett.*, *Adv. Space Res.*, *Astrophys. J.*, *Sol. Phys.*)
 - Do not use:** *JGR*, *GRL*, *ASR*, *Ap. J.* When it doubt, write the entire name of the journal.
7. Volume number In bold type
8. Issue numbers (if appropriate) Within parenthesis after the volume number
9. Page numbers Inclusive pages for journal articles; pp. x-xx for articles in books and reports.
10. Year published At the end of the reference. **Do not** enclose in parenthesis. Period at the end.
 - Example: *J. Atmos. Sci.*, **35**, 2325-2333, 1978.
 - Example: *Japanese. J. Appl. Phys.*, **29**(11), 2543-2549, 1990.
 - Example: in *The Sun*, edited by G.P. Kuiper, pp. 322-412, Univ. of Chicago Press, Chicago, 1952.
11. Published Abstracts
 - Title of abstract followed by the word (Abstract) in parenthesis
12. For submissions: Author, title, followed by “Submitted to journal name”, year
 - Example: McDonnell, J., Title of article, submitted to *Astron. Astrophys.*, 2002.
13. For articles accepted for publication or in press: Author, title, followed by “in press, journal name, year”
14. Private communications: Name of person(s) followed by private communication and year
 - Example: Antonova, E.E., private communication, 2001.
15. Non-English language publications
 - The language of the publication after the year, within parenthesis
 - Example: *Kosmicheskie issledovaniya*, **38**, 16-22, 2000. (In Russian)
16. For internet and www references:
 - <http://www> followed by the correct internet address.
17. For electronic publishing
 - The referencing of electronic manuscripts is still in a state of flux. Follow the guidelines established by the journal. In many cases the paper number or article number replaces the page numbers.

Table 3. Checklist of format requirements for manuscripts submitted to *Advances in Space Research*. This checklist includes only major items. Full instructions are contained in the text of this document.

-
- Title: centered, bold type, capital letters.
 - Names of authors: centered and three lines under the title.
 - Affiliations: in italics, full mailing address of each author including mail code and country.
 - The word "ABSTRACT": centered, bold type, capital letters.
 - Abstract text should not be indented
 - Section titles are placed at the left margin.
 All section titles have blank line above the title; major section titles have blank line below.
 - Paragraphs within each section of the manuscript are indented
 - Sections should not be numbered.
 - Figure captions start with Fig. followed by number of the figure and a period (e.g. Fig. 1.).
 - All** lettering in figures is at least 2 mm high.
 - Figures and Tables clearly separated from manuscript text
 - References cited in text, figures and figure captions are all included in reference list.
 - Reference list adheres to *ASR* format.
 References are in alphabetical order.
 First line placed at left margin; additional lines indented.
 - E-mail address(es) at the end of the manuscript.
-

Manuscripts should be carefully reviewed for clarity, figure quality, and references. For authors who are not fluent in English, we recommend manuscripts be reviewed by a colleague who is fluent in English. All authors should use the spell checker on their word processing system. (Both English and American spellings are acceptable). A checklist of basic format requirements is given in Table 3.

The manuscript text and figures should not exceed the total allowed pages when typed in camera ready format. If the guest editor of your session contacts you in advance of the assembly, follow his/her instructions; however, for the Houston General Assembly in October 2002 four copies of each manuscript in camera ready format must be submitted to the Editorial Office for COSPAR administrative purposes.

In addition to the manuscripts, the following documents are required by the editorial office:

1. Completed (one copy) "Papers Presented Form" available through the COSPAR web.
2. List of 5 potential referees for your paper (one copy). This list should include name, postal address and e-mail address for each suggested referee. Do not use members of the same institution as any of the authors on the manuscript.

Table 4 is a checklist of what must be submitted with each manuscript.

Table 4. Checklist of items to be submitted to the Editorial Office at the COSPAR Assembly

- 1 Copy: Papers Presented Form
 - 4 Copies: Manuscript, camera ready format
 - 1 Copy: List of names, postal and e-mail addresses of 5 possible referees.
-

All manuscripts submitted to *Advances in Space Research* will be refereed for scientific content and reviewed for adherence to format. Your manuscript with referee and editor comments will be returned to you by your session editor after the COSPAR assembly. When you submit your final, camera ready manuscript, use your spell checker to find spelling mistakes and have your manuscript checked for English. If you have any questions contact your session editor. An updated list of session editors will be maintained on the COSPAR web pages.

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If you adapt figures from previously published material, use the words “adapted from (author cite)” in the figure caption. If you use figures from another publication with permission of the author, publisher or organization, use the words “used with permission of (author, publisher or organization)” in the figure caption, or whatever the granting organization requires. For additional information or guidance, contact your guest editor or the *ASR* editor-in-chief, M.A. Shea (sssrc@msn.com).

Copyright Form for *Advances in Space Research*

An original, signed copyright agreement, provided by your editor, is required before your paper can be published. This form is available on the COSPAR web site (<http://www.cosparhq.org>). Please sign and return this agreement with your manuscript to your session editor. If your institution requires that the copyright agreement be returned directly to the publisher, inform your editor so the publisher can be notified that the copyright agreement is being sent separately.

REPRINTS

The publisher, Elsevier Science, provides the corresponding author for each publication with 25 complimentary reprints (or offprints as called by Elsevier Science) of each article. These copies should be received within approximately five weeks of the distribution date of the issue. It is the responsibility of the corresponding author to distribute reprints to any co-authors.

To receive your 25 complimentary offprints, the corresponding author for each paper is required to complete the Elsevier order form and submit it with the completed manuscript to the editor in charge of the manuscript. **The address section to which the copies are to be mailed must be completed by the author, even if only the 25 copies are desired.**

The offprint order form is available on the COSPAR web site. Additional offprints can be ordered at the same time; the prices are listed on the form. Authors may order individual copies of the issue of *ASR* in which their paper is published at a greatly reduced rate when ordered on the offprint order form and submitted with the manuscript. Details are listed on the offprint order form.

APPENDIX A

Instructions for General Submissions: Space Life Sciences

Manuscripts in all areas of Space Life Sciences will be considered at any time. All papers are refereed. Electronic submission of draft manuscripts is encouraged. For submission information contact the Editor-in-Chief of *ASR*. The manuscript format for all papers will be the same as shown in these instructions.

Instructions for Publishing in COSPAR Colloquia

The COSPAR Colloquia publications are the responsibility of each colloquium Organizing Committee and the guest editor(s) for that colloquium. Authors are referred to the guest editor(s) for specific instructions.

ACKNOWLEDGMENTS

Acknowledgments follow the text and precede the references. MAS gratefully acknowledges the assistance of the *ASR* editorial board members, the COSPAR publication committee members and the following individuals who have assisted in preparing these instructions: D. Bilitza, B. Clemesha, A. Janofsky, L. Lanzerotti, P. Masson, M. Potgieter, and K. Tsuchiya.

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